

DPW Commissioner Meeting
Wednesday, December 3, 2014, 7pm
Community Room, Police Station

7:00 Approval Items

Board of Commissioners Meeting Minutes Approval – Commissioner Reed moved to approve the minutes from the 11/12/14 meeting; seconded by J. Gardner, Vote: 3-0.

Approval of Sale of Cemetery Lots - none

7:05 Open Session

Open for public discussion with the Commissioners: T. Arsenian, 95 Granite Street, said there are some huge ticket necessities in town and Millbrook Meadow is not a necessity. He said if we spend on indulgences, we won't be able to take care of necessities. We could/should reserve it for town projects, individuals from town departments must advocate with the community preservation group for necessities. Buying land in watersheds is another critical expenditure. The Open Space Committee should be requesting funds every year for several hundred thousand dollars so there will be funds available. Chairman Sena said he and Commissioner Gardner are members of the CPC and there is criteria from the state for CPC funds and the DPW barn doesn't fit the criteria. He said it is within the Millbrook Meadow Committee's right to go to the CPC. J. Parisi said they may be purchasing some land in the South Woods, some funds were voted at town meeting that is tied up in the Bedrock Well project. He said there were funds for the Rights of Way and there were funds for the purchase of land. This was appropriated several years ago by the watershed protection committee. Commissioner Gardner said he is in favor of Millbrook Meadow because it is town owned land. He said the costs will be clearer when they have decided on a design.

7:10 New Business

FY '15 Goals & Objectives Review:

J. Parisi distributed a spreadsheet with the status of the goals and objectives.

Maintenance and Repairs of town owned property – Director Parisi said they are using SmartSheet and People Forms to track the conditions of the buildings. The road and pavement conditions are an annual plan. DPW facility is being discussed. Pingree Tennis Courts bid are due by 12/10/14; construction is planned for the spring of 2015. Bradley Wharf is complete and the Legion is just about completed.

FEMA storm damage repair projects: Back Beach is close to design; to be approved by FEMA for the scope of work and project worksheet – work should begin in the spring. Granite Pier is complete. Pigeon Cove permitting will begin soon. Marmion Way Gap Cove, extension to 5/29/15, Bearskin Neck Turnaround repairs, extension to 6/30/15, Penzance Road repairs, extension to 6/30/15.

Millbrook Meadow Improvements Project - master plan report, design development (Phase 2) Proposal

Develop a Capital improvement Plan for FY '16 for town owned properties

Energy Workshop initiatives – The workshop was held, lighting at the water and sewer plants and the low lift pumps was planned. Commissioner Reed requested a list of the initiatives that have taken place regarding energy efficiency.

Action Plan for Long Beach and Cape Hedge Beach based on Sediment Transport Study, review the final report in May.

Develop plan with Beautification Committee initiatives on public spaces including Front Beach, Harvey Park, and Old Garden Beach. J. Parisi said he sent an e-mail to the Beautification Committee recommending meeting in December or early January to discuss Front Beach and other projects.

Complete funded capital projects timely and efficiently, utilize SmartSheet to assist tracking capital projects.

Ensure safe and reliability operations of the water, sewer and drainage infrastructure. We have funding for pump stations, and improvement projects have been funded.

Improve overall DPW operations, identify workforce personnel that are under performing and develop an action plan. A meeting is held every Tuesday morning to review projects. Maps are on-line, GPS equipment can display data that is captured. Service requests from the field are received in the office within minutes, they are entered into the system so reports can be generated.

Commissioner Gardner inquired if residents can get a sticker/coupon on the weekend to dispose of an item; J. Parisi said this is not available.

Commissioner Gardner questioned what is needed to move some of these items along like the construction standards and sewer use regulations. T. Olson said we are working on them and we're not reinventing the wheel.

7:30 Ongoing Business

FY '16 Budget Review: Director Parisi distributed a spreadsheet with the budget with new account numbers with the new software. FY 13 and FY 14 are actual, FY '15 is what is being expended and FY 16 is what is projected. Regarding the electricity bid, we locked in the rate for two years, for gas and diesel \$85,000 is projected. Other Purchased Services consist of software and new technologies as well as the City Hall Systems' sticker sales. The sewer obligation, with the weekend check with a stipend of \$150/weekend, will add another 7,800 each year. J. Parisi distributed sticker sales data for the new City Hall Systems vs. the prior system. He said we increased the sticker rates because we anticipated we would need additional revenue and received an additional \$28,000; an approximate \$25,000 will be due to City Hall Systems.

FY '16 Capital Project Requests: Director Parisi distributed the list of requests. He said the DPW facility was pushed out to 2017. The Legion and Pigeon Cove Fire Station are in pretty bad condition so a FinComm transfer was requested. The Transfer Station going single stream is still in discussions; that has been pushed out one year.

8:00 Ongoing Capital Projects
Pingree Park Tennis Courts, out to re-bid
Back Beach Revetment Repairs – already discussed
Bed Rock Well Project – National Grid is about ready to put in power poles; we are working up an easement agreement for the last property. A meeting with the contractor on 12/11/14 is planned to determine the schedule. J. Parisi said this should be complete by late summer.

8:25 Other Issues of Discussion: J. Parisi is reviewing the draft of the water needs assessment; things were incorporated that were going to be separate document (drought management plan, etc.).

Commissioner Gardner said he would like the participation of the Board of Selectmen on the MBTA regarding the moving of that track. The extension of train line that goes past Evan's Field is actually on the hardware store property; the easement would be with the hardware store. He said Selectperson Battistelli seems to be the contact person at this point. Director Parisi said we should request a meeting with Selectperson Battistelli to discuss this issue.

Tickler List:

Cell tower lease funds
Tracking special projects by hours
Energy efficiency
Sewer use regulations
Transfer Station redesign
DPW facility
Goals/objectives

Next Meeting: Wed., January 7, 2015 in the Community Room at the Police Station at 7pm.

8:50 Commissioner Gardner moved to adjourn, seconded by Commissioner Reed, Vote: 3-0.